

SANDY CITY
APPROVED CLASS SPECIFICATIONS

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| I. | <u>Position Title:</u> Accountant | <u>Revision Date:</u> 07/16 <u>EEO Category:</u> Professional <u>Status:</u> Exempt (Admin) <u>Control No:</u> 30364 |
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II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Deputy Finance and Information Technology Director or City Treasurer, produces and provides the necessary information to departments in the budget report process as well as other general duties. Performs professional level accounting duties requiring advanced accounting knowledge.

III. Essential Duties:

- Prepare and post monthly and year-end journal entries.
- Review and distribute monthly budget report, CAFR, UT2 report, etc.
- Prepare various grant billings, accounting and balancing.
- Prepare contract billings, accounting, reimbursement and balancing.
- Prepare specific project accounting as needed.
- Prepare reconciliation of bank accounts and investments.
- Prepare various state reports/returns such as unclaimed property reports, sale tax reports, etc.
- Complete daily balancing of cash, A/R, A/P, PO, G/L, etc.
- Balance various G/L accounts including customer deposits, Justice Court revenue, and cell tower lease revenue.
- Account for fixed assets within the guidelines for the City Policy and GAAP.
- Account for outstanding bonds as necessary including bond payments, draw-downs, and arbitrage calculations.
- Provide information to the independent auditors as needed.

IV. Marginal Duties:

- Prepare and provide information for budgeting.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires a bachelor's degree in accounting or related field.

Certifications/Licenses: Requires a valid Utah driver's license.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: General and governmental accounting principles and practices; payroll practices; general office procedures; City Ordinances; personnel, tax, and payroll laws.

Responsibility for: Important City records dealing with confidential matters; great responsibility for the care, condition, and use of materials, equipment, money, and tools.

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact with other department, requiring tact and judgement to avoid friction; constant contact with the public presenting data that may influence important decisions. Communicate effectively verbally and in writing.

Tool, Machine, Equipment Operation: Requires regular use of office equipment including a personal

computer (spreadsheet and word processing), 10-key, printer, copier, and telephone system.

Analytical Ability: Follow verbal and written instructions; prioritize tasks; establish effective work relationships with employees and the public; records management skills; apply complex concepts to the solution of problems.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; a moderate amount of pressure and fatigue is present during an average work day; constant exposure to deadlines; regular attendance and occasional overtime is necessary in this position.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____